



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1329 Fax: (207) 439-6806

AMEDNED

December 12, 2016

Council Chambers

Kittery Town Council
Regular Meeting
7:00 p.m.

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes – 11/28/16 Regular Meeting
8. Interviews for the Board of Appeals and Planning Board

Board of Appeals: (1 position available)
Vern Gardner – new appointment until 12/1/19
Niles Pinkham – re-appointment until 12/1/19
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
10. PUBLIC HEARINGS
 - a. (120116-1) The Kittery Town Council moves to hold a public hearing on an application from York Harbor Brewing Co., 8 Blueberry Lane, Kittery, ME for a Victualer's License for Maine Beer Café, 439 US Route 1, Suite #1.
 - b. (120116-2) The Kittery Town Council moves to hold a public hearing on an application from Loyal Order of Moose #444, 76 US Route 1, Kittery, ME for a Victualer's License for Loyal Order of Moose #444, 76 US Route 1.
 - c. (120116-3) The Kittery Town Council moves to hold a public hearing on an application from Loyal Order of Moose #444, 76 US Route 1, Kittery, ME for a Special Activity Amusement Permit for Loyal Order of Moose #444, 76 US Route 1.
11. DISCUSSION
 - a. Discussion by members of the public (three minutes per person)
 - b. Response to public comment directed to a particular Councilor
 - c. Chairperson's response to public comments

12. UNFINISHED BUSINESS

13. NEW BUSINESS

a. Donations/gifts received for Council disposition

(120116-4) The Kittery Town Council moves to accept a donation from Lynn Dellapasqua in the amount of \$100 to be deposited in account #2063001-43600 Kittery Community Center.

b. (120116-5) The Kittery Town Council moves to approve the disbursement warrants.

c. (120116-6) The Kittery Town Council moves to approve an application from York Harbor Brewing Co., 8 Blueberry Lane, Kittery, ME for a Malt and Vinous Liquor License for Maine Beer Café, 439 US Route 1, Suite #1.

d. (120116-7) The Kittery Town Council moves to approve an application from Loyal Order of Moose #444, 76 US Route 1, Kittery, ME for a Malt, Spirituous and Vinous Liquor License for Loyal Order of Moose #444, 76 US Route 1.

e. (120116-8) The Kittery Town Council moves to accept the resignation from Marissa Day from the Comprehensive Plan Update Committee effective immediately.

f. (120116-9) The Kittery Town Council moves to appoint Russell White to the Comprehensive Plan Update Committee as a citizen representative.

g. (120116-10) The Kittery Town Council moves to appoint Council members to On-going, Standing, Ad hoc and Council Committees.

h. (120116-11) The Kittery Town Council moves to approve the five town-wide Sidewalk Sales Events for 2017 as requested by the Kittery Outlet Association: May 26-29; July 1-4; Aug.11-14; Sept. 1-4; and Oct. 6-9.

i. (120116-12) The Kittery Town Council moves to sign a Certificate of Settlement in accordance with 36 M.R.S. §763, discharging Carol Granfield as Tax Collector from further liability or obligation to collect the balance due for the taxable years 2006-2017.

j. (120116-13) The Kittery Town Council moves to re-commit the 2006–2017 taxes to Kendra Amaral.

k. (120116-14) The Kittery Town Council moves to consider the request for a hearing for Sewer Assessment from the Southern Maine Fish & Game, Inc.

l. (120116-15) The Kittery Town Council moves to appoint Maryann Place as the Registrar of Voters until 12/31/18.

m. (120116-16) The Kittery Town Council moves to approve and sign the policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits, designating three Councilors, who may review, approve and sign such warrants, to expire on November 30, 2017.

n. (120116-17) The Kittery Town Council moves to approve and sign the policy on Treasurer's Disbursement Warrants for Municipal Expenses, designating three Councilors who may review, approve and sign such warrants, to expire on November 30, 2017.

o. (120116-18) The Kittery Town Council approve and sign the School Department policy on General Disbursement Warrants for Educational Expenses, designating three Councilors who may review, approve and sign such warrants, to expire on November 30, 2017.

p. (120116-19) The Kittery Town Council moves to approve and sign the School Department policy on Disbursement Warrants for School Employee Wages and Benefits, designating three School Committee Members who may review, approve and sign such warrants, to expire on November 30, 2017.

q. (120116-20) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Stephen F. Hall for his re-appointment to that board until 12/31/19.

r. (120116-21) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Janice R. Carson for her re-appointment going from a full member to an associate member of that board until 12/31/19.

s. (120116-22) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Ann Formalarie for her appointment going from an associate member to a full member of that board until 12/31/19.

t. (120116-23) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Dean Bensley for his re-appointment to that board until 12/31/19

u. (120116-24) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Board of Assessment Review to interview Mary Thron for her appointment going from an alternate member to a full member of that board until 12/31/19

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

- a. Communications from the Chairperson
- b. Committee Reports

16. EXECUTIVE SESSION

17. ADJOURNMENT



Kendra Amaral
Town Manager

TOWN OF KITTERY
Office of the Town Manager
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806
kamaral@kitteryme.org

Town Manager's Report to the Town Council
December 12, 2016

1. **Rogers Park** – Chief Soucy will have ACO Hackett conduct additional patrols of the Rogers Park area as a means of deterring parking issues and off leash/dog waste violations.
2. **Homestead Nursing Home** – The Police Department visited the abandoned Homestead site to assess the situation. During the visit, they noted the fence was damaged again making access easier. The management company has been contacted to repair the fence. Chief Soucy will be discussing with the management company the Town's desire for them to perform regular onsite inspections to ensure the fence is kept in good condition and the building is not being occupied.
3. **Bolt Hill Road & Route 236** – Bolt Hill Road and Route 236 intersection was part of a larger traffic study conducted in 2008. The results of the report indicated that a signal was not warranted in accordance with traffic control standards. Additional development has occurred since that is impacting the intersections. KACTS has agreed to assist in the re-evaluation of the roadway by conducting a turning movement study in the Spring of 2017. The scope of the study is being developed. The results will help determine whether signalization is now warranted.
4. **Superintendent Search Process** – The School Committee has invited me to participate in the Search Committee for the new Superintendent. This is an important opportunity. It will lay the ground work for a smooth transition. It also demonstrates to the candidates the value Kittery places in a cooperative relationship between School and Town administrations.
5. **Harbormaster** – Congratulations to Scott Alessi on his appointment to Harbormaster. Scott was serving as Interim Harbormaster prior to this full appointment.
6. **Sewer Minimum Quarterly Fee** – Councilor Denault referred a Sewer customer to me who was charged the minimum Quarterly Fee (\$75.00) one month after connecting to the new sewer line. Presently under 13.1.1.7 and Appendix A, there is no mechanism to prorate the minimum Quarterly Fee for new accounts. We will be looking into options to prorate within our billing system; and will plan to propose an Ordinance revision that allows us to address this.

Respectfully Submitted,

Kendra Amaral
Town Manager

1. Call to Order

Chairperson Beers called the meeting to order at 7:00 p.m.

2. Introductory

Chairperson Beers read the introductory.

3. Pledge of Allegiance

Chairperson Beers led those present in the Pledge of Allegiance.

4. Roll Call

Answering the roll call were Chairperson Gary Beers, Vice Chairperson Charles Denault, Councilors Frank Dennett, Russell White, Kenneth Lemont, Judith Spiller, and Jeffrey Thomson.

5. Agenda Amendment and Adoption

Revisions to the agenda requested by Council include: replace "\$80.00" with "\$20.00" in Item 13a; replace Vinus with Vinous in Item 13c; withdraw Item 13d per the applicant's request; replace "appointment" with "re-appointment" and add "until 12/31/19" to Item 13g; delete "amend and" from Item 13h; and, to move Item 13h under Unfinished Business and renumber subsequent agenda items in sequential order.

The Council deliberated whether or not formal action is required for changes made to the Council Standing Ad Hoc and Committee list. It was determined that the entire set of documents would be put forth for Council action for the December 12, 2016 regularly scheduled meeting.

Agenda was adopted, as amended.

6. Town Manager's Report

Town Manager Amaral reviewed her written report.

Sewer Betterment Status – A summary was provided in the Town Manger's report regarding the status of 153 sewer betterment assessment accounts. The total amount paid in full to date is \$175,660. There are 68 parcels in payment plans. Deferrals are still being issued for construction and age of the sewer system.

Letters will be sent before the end of business day on November 29th in response to three arbitration requests. Two citizen panelists will be selected from the six appointed by Council, and then those panelists will select a third panelist to serve on the arbitration panel. The Town Clerk will ensure that a complete record is on file.

Promotion of Michael Morris to DPW Foreman – Mr. Morris has been with Kittery for eight years and served as the interim DPW Foreman for the last month prior to his promotion to DPW Foreman.

Staff Recognition – Service Awards (See attached) – Town Manager Amaral announced the

recognition of Service Awards as follows:

- David Evans, Resource Recovery Center, Five-year Award
- Danny Smith, Highway Department, Five-Year Award
- Robert Hames, Highway Department, Ten-year Award
- Fred Dixon, Highway Department, Thirty-year Award

7 MRS 417 Marijuana Legalization Act – The Secretary of State is expected to issue a recount that will begin December 1st and take approximately six weeks to complete. If it passes as a State law, marijuana will be allowed in Kittery for personal possession. She requested Council's opinion on how retail establishments should and should not be regulated. The legal counsel determined that it is unclear in the current ordinance as to whether or not the Town would have the authority to reject a state licensure application for retail use. Legislation will likely revise the law and address any ambiguities further. Town Manager Amaral asked the Council whether or not a draft ordinance should be presented to Council that would either prohibit outright or permit with conditions retail marijuana establishments and social clubs.

Town Manager Amaral noted that the moratorium language can be prepared and held onto until deemed necessary. There is a current application for a marijuana caregiver license to allow for a certain number of patients and plans and staff are ensuring that it is for medical purposes only.

Councilor Lemont, Councilor Spiller, and Vice Chairperson Denault stated their support to prohibit the retail use. Councilor Thomson felt uncertain to prohibit the retail use given the number of votes in favor, thus, he stated his support for an ordinance that would permit the use with conditions. Councilor Pelletier felt unsure. He echoed Councilor Thomson's reasoning, but felt that a moratorium would create the space and time necessary to understand the practicality of the matter. Councilor Dennett felt that it appears that there is disparity between the federal and state law regarding marijuana use, which makes it difficult to follow the oath of office. He felt that the federal law takes precedent in this matter and stated his support to prohibit outright. Chairperson Beers felt that it is important to respect the will of the majority and stated his support for reviewing a proposed ordinance for both situations to make a determination.

The Council reached consensus to schedule a workshop to explore the various options with the Planning Board.

7. Acceptance of Previous Minutes

Regular Meeting – November 14, 2016

Line 80 – replace “call” with “recount”

Line 230 & 237 – replace “2017” with “2016”

Line 248 – replace “Grand” with “Grant”

The minutes were adopted, as amended.

8. Interviews for the Board of Appeals and Planning

Chairperson Beers noted that per the Code, the applications are to be reviewed in order of receipt of the applications. He noted that the Attorney recommended last year that re-appointments be made without benefit of the interview.

Planning Board: (3 positions available)

74 Robert Harris - re-appointment until 11/30/19, without benefit of the interview

75 **A MOTION WAS MADE BY COUNCILOR SPILLER TO RE-APPOINT ROBERT**
76 **HARRIS TO THE PLANNING BOARD UNTIL 11/30/19, WITHOUT BENEFIT OF THE**
77 **INTERVIEW, SECONDED BY COUNCILOR LEMONT.**

78 Councilor Thomson noted that per the Charter, applicants need to be interviewed by a quorum of
79 this body and it does not indicate whether it can be waived. Chairperson Beers concurred. He
80 cited the Attorney's interpretation to explain that re-appointments can be interviewed as a group
81 and be waived. The Council further deliberated as to whether or not the re-appointment could be
82 made without benefit of an interview.

83 Councilor Dennett stated in opposition of the motion because of the issue involved in waiving
84 the interviews.

85 The Council further discussed the Town Attorney's interpretation of the Charter for re-
86 appointments. Chairperson Beers read a portion of the Attorney's Opinion into the record:

87 "If there are multiple applicants for a board, they are to be interviewed by the Council as a group
88 as provided in Sec. 4.2.4 A.

89 I interpret this to mean that when there are multiple applicants (even if some are for
90 reappointment) for the Board (Planning or ZBA), the interview is to be conducted by the Council
91 as a group. The Council can figure out how it intends this group interview to go. For example,
92 whether it intends to ask the same question of each applicant in the group taken collectively or
93 other similar process that satisfies the intent of this Code provision is up to the Council to decide.
94 As noted above, the Council can waive the interview for applicants seeking reappointment to
95 their existing seat or seeking an alternate or reduced status. In this regard, even if there were four
96 applicants for three positions and two of the applicants were seeking reappointment with the
97 Council waiving the interview for those two reappointment applicants, the remaining two
98 applicants would still need to be interviewed as a group."

99 **THE MOTION PASSED BY A ROLL CALL VOTE 6/1/0, WITH COUNCILOR**
100 **DENNETT OPPOSED.**

101 Ann Grinnell - re-appointment until 11/30/19

102 **A MOTION WAS MADE BY COUNCILOR SPILLER TO RE-APPOINT ANN**
103 **GRINNELL TO THE PLANNING BOARD UNTIL 11/30/19, WITHOUT BENEFIT OF**
104 **THE INTERVIEW, SECONDED BY COUNCILOR PELLETIER.**

105 Vice Chairperson Deanult expressed serious concerns about the re-appointment. He stated that
106 he had prepared a report to council with evidence to support several accusations for the conduct
107 of Ms. Grinnell during her tenure. He felt Council should have time to review his concerns
108 before proceeding with action.

109 **A MOTION WAS MADE BY VICE CHAIRPERSON DENAULT TO POSTPONE RE-**
110 **APPOINTMENT OF ANN GRINNELL TO THE PLANNING BOARD UNTIL 11/30/19**
111 **TO THE DECEMBER 12, 2016 REGULARLY SCHEDULED TOWN COUNCIL**
112 **MEETING, SECONDED BY COUNCILOR DENNETT.**

113 The Council further discussed whether or not it is appropriate to review the documentation
114 prepared by Vice Chairperson Denault prior to Council action. Concerns were raised for
115 proceeding with postponement and it was considered appropriate to proceed with action. Vice
116 Chairperson Denault felt it would be beneficial and fair to all to review the information beforehand.

117 **THE MOTION FAILED TO PASS BY A ROLL CALL VOTE 1/6/0, WITH**
118 **COUNCILORS THOMSON, SPILLER, LEMONT, PELLETIER, DENNETT, AND**
119 **CHAIRPERSON BEERS OPPOSED.**

120 Vice Chairperson Denault questioned how best to deal with Council issues. Chairperson Beers
121 stated that the information may be provided to the Town Manager for further distribution and
122 consideration by the Council.

123 Councilor Lemont emphasized the importance of reforming the process for re-appointments to
124 Boards and Committees given the various issues identified.

125 **THE MOTION PASSED BY A ROLL CALL VOTE 5/2/0, WITH COUNCILOR**
126 **DENNETT AND VICE CHAIRPERSON DENAULT OPPOSED.**

127 Chairperson Beers thanked Mr. Harris and Ms. Grinnell for their past and future service to the
128 Town and requested that they see Maryann Place to take their oath.

129 Marissa Day – new appointment until 11/30/19

130 Ms. Day provided a brief overview of her professional and educational background in public
131 service. She felt comfortable interpreting regulation and thought it would be beneficial to the
132 Board to provide a new perspective.

133 Councilor Spiller asked whether the time commitment would be of concern. Ms. Day
134 acknowledged the level of commitment required from the Board and felt that she could commit
135 the necessary time to the Board.

136 Councilor Spiller asked what the function of the Board was. She explained the functions include:
137 reviewing development applications, recommending and overseeing the implementation of the
138 Comprehensive Plan, making thorough decisions through adequate preparation, and display
139 good, ethical behavior to provide service that is in the best interest of the public.

140 The Council confirmed that her contract work for the Town does not pose a conflict of interest to
141 serve on Boards or Committees.

142 **A MOTION WAS MADE BY COUNCILOR SPILLER TO APPOINT MARISSA DAY**
143 **TO THE PLANNING BOARD UNTIL 11/30/19, SECONDED BY COUNCILOR**
144 **THOMSON. THE MOTION PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.**

145 9. All items involving the town attorney, town engineers, town employees or other town
146 consultants or requested officials.

147 a. (110216-1) The Kittery Town Council moves, pursuant to Council Rules Section 10,
148 to suspend the rule of Robert's Rules of Order governing the conduct of meetings, in order to
149 modify the order of conduct of these hearings in the due form of quasi-judicial proceedings.

A MOTION WAS MADE BY COUNCILOR DENNETT TO SUSPEND THE RULE OF ROBERT'S RULES OF ORDER, PURSUANT TO COUNCIL RULES SECTION 10, GOVERNING THE CONDUCT OF MEETINGS, IN ORDER TO MODIFY THE ORDER OF CONDUCT OF THESE HEARINGS IN THE DUE FORM OF QUASI-JUDICIAL PROCEEDINGS, SECONDED BY COUNCILOR SPILLER. THE MOTION PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.

b. (110216-2) The Kittery Town Council moves to hold Assessment Hearings for the following applicants:

1. GLENNIS WRIGHT

Name of the requester: **Glennis A. Wright**

Map: **21** Lot: **01** / Street: **26 ROUTE 236**

Basic description of the issue on request:

Deferral of sewer hookup until 20 years after building constructed.

The Council discussed and reached consensus that the request can be reviewed without the applicant being present.

Chairperson Beers read the council's basis in law and findings of fact for the hearing request into the record.

COUNCIL'S BASIS IN LAW AND FINDINGS OF FACT FOR THIS MATTER ARE:

The application [**is**] complete; made a part of the record; and, the applicant [**does**] have standing.

The applicant's Burden of Proof [**was**] clarified to the Council: **Substantial evidence of claim**, which means such relevant evidence as a reasonable mind might accept as adequate to support a conclusion.

Assessment dimensions of the property and other arithmetical calculations used for calculating the assessment [**are not**] applicable for this request.

Assessment formula for this assessment [**is not**] applicable for this request.

There [**may be**] mitigating factors related to this request not considered in the plan.

Standalone septic holding tanks were not directly considered in the adopted plan.

"G. DEFERRAL – 20-YEAR TANK/FIELD

In accordance with Town Code Title 13 §1.1.11D, owners of properties with a septic tank and leach field system installed within twenty (20) years of this main extension project completion date of May 03, 2016, may request deferral of connection until the system has reached the twenty-years after installation anniversary."

Key elements of the issue and applicable ordinance(s)/statute(s):

"Town Code Title 13, §1.1.11 Connection to Public Sewer Required.

D. Owners of properties with a septic tank and leach field system installed within twenty (20) years of any main extension project completion date may request deferral of connection until the system has reached the twenty-years after installation anniversary."

The relief sought as noted in the request filing asked the Council to find:

189 **Deferral of sewer connection until 20 years after building constructed; or until May 01,**
190 **2017.**

191 In order to grant the request, the applicant needed to demonstrate that:

192 **Substantial evidence that unlike others in the community, suffering a particularized injury**
193 **through adverse and direct affect.**

194 Evidence submitted by the requester beyond what is shown on a plan:

195 **Letter explaining building construction; wastewater drainage – 1,500 gallon holding tank**

196 Evidence submitted by people other than the requester either for or against the issue: **NONE**

197 Evidence which Council enters into the record: **NONE**

198 The applicant's evidence presented for the matter: [**was**] substantial;

199 [**was not**] credible in demonstrating particularized evidence of injury;

200 [**is**] outweighed by conflicting evidence from the Town; and, the applicant

201 [**did not**] meet the burden of proof for granting the request.

202
203 The sum of the information/circumstances presented and reviewed [**does not**] warrant a revision
204 of the Assessment.

205
206 What revision to the Assessment is decided upon, or not; and, what is the basis of the decision?

207 **Revision not warranted. Like treatment of similarly situated persons results in no**
208 **particularized injury.**

209 The Council discussed the consideration for holding tanks given that the Ordinance does not
210 specifically indicate guidelines for such a system and does rather indicate septic and leach field
211 systems. Support for the deferral until May 1, 2017 was stated.

212 The Town Manager recommended to not act on the deferral. She stated that she could make the
213 necessary arrangements under her authority in Title 13. The Council agreed and the item was
214 withdrawn.

215 2. DOW HIGHWAY PROPERTIES, LLC – MARK PHILLIPS

216 Name of the requester: **Mark Phillips, Dow Highway Properties, LLC**

217 Map: **21** Lot: **03** / Street: **5 DANA AVE** and Map: **21** Lot: **07** / Street: **2-4 DANA AVE**

218 Basic description of the issue on request:

219 **Requests reduction in the Adopted Plan assessment in the amount of \$17,009.55 (which is 5**
220 **units @ \$3,401.91) because of redevelopment to occur after July 01, 2017.**

221
222 **Further requests a 25% reduction in Total assessment in the amount of \$30, 985.76 for**
223 **landowner's cost to re-pipe W&S to Town STDs (calculated after unit count reduction).**

224 Mr. Phillips provided a brief overview and history of the mobile home park on Dana Avenue.
225 The site is planned to be redeveloped due to the failing septic system and unstable soils. That
226 will result in a reduction of the number of units, which is partially the purpose of the request for
227 the revised Assessment. Also, he described the location of the stub available that will impose

228 additional costs in order re-pipe the services, thus, he has requested a reduction in the
229 Assessment as compensation for the additional costs.

230 Chairperson Beers read the council's basis in law and findings of fact for the hearing request into
231 the record.

232 **COUNCIL'S BASIS IN LAW AND FINDINGS OF FACT FOR THIS MATTER ARE:**

233 The application [is] complete; made a part of the record; and, the applicant [does] have
234 standing.

235 The applicant's Burden of Proof [was] clarified to the Council: **Substantial evidence of claim.**
236 Substantial evidence means such relevant evidence as a reasonable mind might accept as
237 adequate to support a conclusion.

238 Assessment calculations used for calculating the assessment [are] applicable for these requests.
239 **Assessed for 35 units of occupancy (25 on Lot 03 & 10 on Lot 07) – there 11 on Lot 07 as**
240 **noted in the property record summary shown in the spreadsheet provided.**

241 Assessment formula for this assessment [is] applicable for these requests.

242 **An arbitrary reduction in the total assessment would benefit a single owner over the other**
243 **152 properties assessed with common formulae creating a circumstance of unlike treatment**
244 **of like persons.**

245 There [are] other mitigating factors related to these requests not considered in the plan.
246 **Basis of determining number of units of occupancy: five units on Lot 03 smaller than**
247 **650sf.**

248 **Note: Unit count on lot 07 is 11; original assessed total unit count should have been 36.**
249 Key elements of the issue and applicable ordinance(s)/statute(s):

250 **13.1.4.3 Assessment.**

251 **13.1.4.3.1 Determination of Benefits.**

252 When the sewer line construction has been completed, the municipal officers shall determine
253 what lots or parcels of land, with or without structures thereon, are benefited by said sewer
254 line; and, estimate and assess upon said lots or parcels of land and against the record owner
255 or owners thereof or against a person against whom the taxes thereon are assessed, a sum not
256 exceeding the benefit the municipal officers deem fair and equitable towards defraying the
257 expenses of said sewer construction together with any sewage disposal units and
258 appurtenances that may be necessary for the proper operation of said sewer line.

259 **13.1.4.3.2 Definitions.**

260 For the purposes of this Article, the following definitions apply:

261 **Dwelling Unit:** A room or group of rooms forming a habitable unit for one family with
262 facilities used or intended to be used for living, sleeping, cooking, eating, and sanitary
263 facilities. It comprises at least six hundred fifty (650) square feet of habitable floor space and
264 includes any subcategory definition of dwelling as found in Title 16, §2.2, (e.g. Inn,
265 Accessory Dwelling Unit).

266 **Per-Dwelling-Unit:** The basis of calculation of the number of dwelling units for residences
267 assessed in an adopted Sewer Main Extension Assessment Plan, or to be assessed for sewer

special entrance connection fee.

Per-Unit-of-Occupancy: The basis of calculation of the number of occupied units for nonresidential structures assessed in an adopted Sewer Main Extension Assessment Plan, or to be assessed for sewer special entrance connection fee.

13.1.4.3.3 Limitation on Assessment—Formula for Determining Cost.

The whole of the assessments may not exceed one-half the cost of the entire project contract price of constructing and completing the sewer line including all necessary appurtenances and sewage disposal units. The municipal officers shall devise and utilize a formula for determining the fair and equitable cost to the owner or owners of land so benefited.

13.1.4.4 Collection of Assessments and Charges.

B. The tax collector may enter into a written mortgage agreement with the owner(s) of land so assessed and provide the same with a promissory note and installment payment plan for the amount of the assessment (“Assessment Payment Plan”). This Assessment Payment Plan agreement is to provide for payment of said assessment to the Town over a period not to exceed the shorter of eighteen (18) years, or two years shorter than the Town's bond repayment period for the applicable project, at an interest rate to be determined by the municipal officers. Such agreement is also to specify the method of collection in the event that such payment is in default, and further, the mortgage agreement is to be recorded by the Town in the York County registry of deeds.

Article VI. New Sewer Service Connection Fees

13.1.6 Requirement.

13.1.6.1 Benefited and Assessed Properties.

Main extension projects include properties established by the Town Council as benefited and owners are obliged to pay an assessment fee as ordained above. Except as may be required pursuant to 13.1.6.2 and 13.1.6.3 as a result of changes to a benefited and assessed parcel, fees required by this chapter do not apply to connections to the municipal sewage collection system of any structure existing at the time of adoption of an Assessment Plan for such benefitted and assessed properties.

13.1.6.2 Changes to Benefited and Assessed Properties – Impact Fee.

An impact fee is assessed when there is a change in the use, character, or size, of any structure on a parcel, or any other condition that results in additional sewage flow from that parcel. Additional sewage flow is any increase in the number of units of occupancy over that existing at the time of adoption of an Assessment Plan resulting in an increase in the wastewater discharge over that existing; or, reasonably estimated to have existed as date of the benefit assessment plan adoption.

13.1.6.3 New Main Entrance Connection.

Changes in use for benefited properties and all properties not included in a prior main extension Assessment Plan (not benefited or assessed) requiring a new sewer main entrance connection must pay a special sewer entrance connection fee, as reflected in §13.1.6.6.

13.1.6.6 Special Sewer Entrance Connection Fee.

A. A special sewer entrance connection fee as set out in Town Code Appendix A is

309 established on a per-dwelling-unit basis for residences and on a per-unit-of-occupancy basis
310 for nonresidential structures for each new sewer entrance connection to a system main.

311 The relief sought as noted in the request filing asked the Council to find:

312 **Reduction in the Adopted Plan assessment in the amount of \$17,009.55 because of**
313 **redevelopment to occur after July 01, 2017.**

314 **A 25% reduction in Total assessment in the amount of \$30,985.76 for landowner's cost to**
315 **re-pipe W&S to Town STDs (calculated after unit count reduction).**

316 In order to grant the request, the applicant needed to demonstrate:

317 **Substantial evidence that unlike others in the community these properties suffer a**
318 **particularized injury through adverse and direct affect.**

319 Evidence submitted by the requester beyond what is shown on a plan:

320 **Engineer Drawings of lots, area to be redeveloped, and proposed on-site sewer system.**

321 Evidence submitted by people other than the requester either for or against the issue: **NONE**

322 Evidence which Council enters into the record:

323 **Property record data reflecting present unit count and dimensions.**

324 The applicant's evidence presented for the reduction for redevelopment matter:

325 [**was**] substantial;

326 [**was**] credible;

327 [**is not**] outweighed by conflicting evidence from the Town; and, the applicant

328 [**did**] meet the burden of proof for granting the request upon removal of the structures.

329 And, Town provided unit verification data warrants reduction of five units for the Lot 03
330 assessment due to dwelling unit size.

331 The sum of the information/circumstances presented and reviewed [**does**] warrant a revision of
332 the Assessment.

333 What revision to the Assessment is decided upon, or not; and, what is the basis of the decision?

334 **Reduction in the number of units of occupancy assessed on Lot 03 by five dwelling units**
335 **less than 650sf and recalculation of assessment fee, less \$17,009.55.**

336 **De facto and de jure removal of the present structures presently part of the unit count on**
337 **lot 07.**

338 *De facto means a state of affairs that is true in fact, but that is not officially sanctioned. In*
339 *contrast, de jure means a state of affairs that is in accordance with law (i.e. that is officially*
340 *sanctioned)*

341 **Which is to say, with Planning Board approval of a redevelopment plan, and demolition /**
342 **removal of the barn and five mobile homes on Lot 7.**

343 **Upon completion, recalculation of Assessment for reduction on Lot 07 of 6 units in the**
344 **amount of \$20,411.46 (6 x \$3,401.91).**

345 **OTHER ISSUES**

1. Redevelopment of Lot 07 will result in New Sewer Service Fees, whether the count is reduced or not, however payment for six units where only one may exist in the future must be considered.

2. The total reduction sum requested is \$47,995.31 and the net reduction resulting from favorable decisions tonight is \$37,421.01; which is \$10,574.30 less than requested.

3. The resulting final assessment would be \$92,957.28 and with an 18-year payment plan, the annual obligation would be \$5,164.29. The average for each of the remaining 30 units would be \$172.14/year or \$14.35 month.

Councilor Dennett clarified the exact unit cost based on certain calculations.

Chairperson Beers clarified to Councilor Lemont that the request was later added for units less than 650 s.f. would not be considered a unit for the Assessment. Councilor Lemont noted that it is difficult to make a determination based on the anticipation of the redevelopment. Chairperson Beers replied that it would have to be contingent upon the approval of the redevelopment plan, which would propose the reduced units and removal of the structures.

A MOTION WAS MADE BY COUNCILOR THOMSON TO CONTINUE THE PUBLIC HEARING UNTIL JANUARY 9, 2017 AT SUCH TIME THE COUNCIL WOULD HAVE RECEIVED CLARIFYING DOCUMENTATION FROM KLEINFELDER AND THE APPLICANT, SECONDED BY COUNCILOR LEMONT.

Councilor Dennett requested further information regarding the stub locations and would like the Superintendent's opinion on whether or not an additional stub could be installed for the property.

THE MOTION PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.

10. PUBLIC HEARINGS

a. (110216-3) The Kittery Town Council moves to hold a public hearing on an application from First Serve Hospitality Group, 326, US Route 1, Kittery for a Victualer's License for Robert's Maine Grill, 326 US Route 1.

Chairperson Beers noted that First Serve Hospitality Group is the new owner of Robert's Maine Grill and this hearing is required by 30-A MRS §3812 for their food service license.

Chairperson Beers opened the floor for public comment. Hearing none; Chairperson Beers closed the public hearing.

A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE THE APPLICATION FROM FIRST SERVE HOSPITALITY GROUP, 326, US ROUTE 1, KITTERY FOR A VICTUALER'S LICENSE FOR ROBERT'S MAINE GRILL, 326 US ROUTE 1, SECONDED BY COUNCILOR SPILLER. THE MOTION PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.

b. (110216-4) The Kittery Town Council moves to hold a public hearing on a multi-year contract with I Am Responding.

Chief O'Brien provided a brief summary of the proposal. The Kittery Fire Association has been utilizing the IamResponding emergency responder tracking system for the past two years. He

384 highlighted the benefits and features of the product, including: live mapping of responding
385 individuals; hydrant and water source mapping; instant mass-messaging for enhanced
386 communications; attendance tracking and reporting; full integration with Google Maps™, and
387 more. He noted that there is a cost savings to enter into a three or five-year contract versus a one-
388 year contract.

389 Chairperson Beers opened the floor for public comment. Hearing none; Chairperson Beers
390 closed the public hearing.

391 **A MOTION WAS MADE BY COUNCILOR THOMSON TO ORDAIN THE**
392 **FOLLOWING ORDINANCE AND INSTRUCTS THE TOWN MANAGER TO**
393 **EXECUTE THE FIVE YEAR EMERGENCY RESPONDER TRACKING SYSTEM**
394 **CONTRACT AGREEMENT WITH IAMRESPONDING.COM, SECONDED BY VICE**
395 **CHAIRPERSON DENAULT.**

396 Town Manager Amaral clarified to Councilor Dennett that the intent is to have the Town's
397 template cover contract, so that the agreement falls under Maine law. That has been proposed to
398 the vendor and staff awaits their legal department's response. Councilor Dennett expressed
399 concern that the Council would take action to enter into an agreement that the vendor has yet to
400 agree to. Councilor Thomson suggested to revise the motion.

401 **THE MOTION WAS AMENDED TO INCLUDE THAT COUNCIL APPROVAL OF**
402 **THE CONTRACT AGREEMENT IS CONTINGENT UPON VERBIAGE THAT IS**
403 **DEEMED ACCEPTABLE TO THE TOWN MANAGER.**

404 **THE MOTION PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.**

405 11. DISCUSSION

406 a. Discussion by members of the public (three minutes per person)

407 Ann Grinnell, 5 Stimson Street

408 Ms. Grinnell appreciated the favorable support received from Council members for her re-
409 appointment and the way the Chairperson facilitated the deliberations raised. She noted that
410 notice and public hearing would be required for any consideration to remove her appointment to
411 the Planning Board. She expressed various concerns for the manner in which consideration was
412 had for her re-appointment.

413 Milton Hall, 51 Bowen Road

414 Mr. Hall commented on his experience and interaction with Council while appointed to the Port
415 Authority.

416 John Tuttle

417 Mr. Tuttle stated he represented the Southern Maine Fish and Game Club. He stated the
418 organization has compiled the paperwork regarding their sewer betterment Assessment. He
419 requested that their request be considered.

420 Holly Zurer, Government Street

421 Ms. Zurer stated her expectation for respectful interactions with Council. Given the resignation
422 of a former Town Manager and Finance Director and continued shortage of volunteers, she

423 reiterated her request that the Council be respectful.

424 Lee Perkins

425 Ms. Perkins provided the Rice Public Library annual audit review and noted that an electronic
426 version was provided to Town Manager Amaral.

427 b. Response to public comment directed to a particular Councilor – None.

428 c. Chairperson's response to public comments

429 Ms. Grinnell – He thanked her for the recognition of appreciation.

430 Mr. Hall and Ms. Zurer – He acknowledged their dedication to encouraging further courtesy and
431 respect.

432 Mr. Tuttle – He asked that the organization send a request to the Town Manager seeking
433 consideration.

434 12. UNFINISHED BUSINESS

435 a. (110216-12) The Kittery Town Council moves to adopt its rules for the ensuing year.

436 **THE MOTION MADE IN THE NOVEMBER 14, 2016 TOWN COUNCIL MEETING BY**
437 **COUNCILOR DENNETT TO ADOPT ITS CURRENT RULES FOR THE ENSUING**
438 **YEAR, SECONDED BY VICE CHAIRPERSON DENAULT, RETURNED TO THE**
439 **FLOOR.**

440 **THE MOTION MADE IN THE NOVEMBER 14, 2016 TOWN COUNCIL MEETING BY**
441 **COUNCILOR THOMSON TO REMOVE ITEM B UNDER SECTION FIFTEEN IN ITS**
442 **ENTIRETY, SECONDED BY CHAIRPERSON BEERS, RETURNED TO THE FLOOR.**

443 The Council and Town Manager Amaral discussed the rationale for removing the Town
444 Manager's Review Committee.

445 **THE MOTION PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.**

446 **THE MAIN MOTION PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.**

447 13. NEW BUSINESS

448 a. Donations/gifts received for Council disposition

449 (110216-5) The Kittery Town Council moves to accept a donation in the amount of
450 \$20.00 from Kenneth M. Bonnell for the Thresher Memorial Fund to be deposited in account
451 #5007-43600Thresher Memorial Fund.

452 **A MOTION WAS MADE BY COUNCILOR THOMSON TO ACCEPT A DONATION IN**
453 **THE AMOUNT OF \$20.00 FROM KENNETH M. BONNELL FOR THE THRESHER**
454 **MEMORIAL FUND TO BE DEPOSITED IN ACCOUNT #5007-43600THRESHER**
455 **MEMORIAL FUND WITH LETTER OF APPRECIATION TO BE SENT TO DONOR,**
456 **SECONDED BY CHAIRPERSON BEERS. THE MOTION PASSED BY A UNANIMOUS**
457 **VOICE VOTE 7/0/0.**

458 b. (110216-6) The Kittery Town Council moves to approve the disbursement warrants.

459 Town accounts payable of \$349,809.90.

460 Sewer account payable of \$13,887.84.

461 School accounts payable of \$148,987.44.

462 Total of all disbursement warrants of \$512,685.18.

463

464 Chairperson Beers stated that the Town and Sewer warrants are in due form. Councilor Pelletier
465 that the School warrants are in due form.

466 **A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE THE**
467 **DISBURSEMENT WARRANTS, SECONDED BY COUNCILOR SPILLER. THE**
468 **MOTION PASSED BY A UNANIMOUS VOICE VOTE 7/0/0.**

469 c. (110216-7) The Kittery Town Council moves to approve an application from First
470 serve Hospitality Group, c/o David Ballu, Attorney, 408 US Route 1, 2nd Floor, York, Maine for
471 a Malt, Spirituous and Vinous Liquor License for Robert's Maine Grill, 326 US Route 1.

472 **A MOTION WAS MADE BY COUNCILOR SPILLER TO APPROVE AN**
473 **APPLICATION FROM FIRST SERVE HOSPITALITY GROUP, C/O DAVID BALLU,**
474 **ATTORNEY, 408 US ROUTE 1, 2ND FLOOR, YORK, MAINE FOR A MALT,**
475 **SPIRITUOUS AND VINOUS LIQUOR LICENSE FOR ROBERT'S MAINE GRILL, 326**
476 **US ROUTE 1, SECONDED BY COUNCILOR PELLETIER. THE MOTION PASSED BY**
477 **A UNANIMOUS ROLL CALL VOTE 7/0/0.**

478 d. (110216-9) The Kittery Town Council moves to appoint a representative to meet with
479 the Chair of the Shellfish Conservation Committee to interview Daniel M. O'Reilly for his re-
480 appointment to that board until 12/31/19.

481 **A MOTION WAS MADE BY COUNCILOR THOMSON TO RE-APPOINT DANIEL M.**
482 **O'REILLY TO THE SHELLFISH CONSERVATION COMMITTEE UNTIL 12/31/19**
483 **WITHOUT THE BENEFIT OF AN INTERVIEW, SECONDED BY COUNCILOR**
484 **SPILLER. THE MOTION PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.**

485 e. (110216-10) The Kittery Town Council moves to appoint a representative to meet with
486 a member of the Rice Public Library Board of Trustees to interview Dianne Fallon for her
487 appointment to that board.

488 **A MOTION WAS MADE BY COUNCILOR DENNETT TO APPOINT COUNCILOR**
489 **LEMONT TO MEET WITH A MEMBER OF THE RICE PUBLIC LIBRARY BOARD**
490 **OF TRUSTEES TO INTERVIEW DIANNE FALLON FOR HER APPOINTMENT TO**
491 **THAT BOARD, SECONDED BY CHAIRPERSON BEERS. THE MOTION PASSED BY**
492 **A UNANIMOUS VOICE VOTE 7/0/0.**

493 f. (112016-11) The Kittery Town Council moves to appoint a representative to meet with
494 a member of the CIP Committee to interview Jeffrey Clifford for his re-appointment to that
495 board until 12/31/19.

496 **A MOTION WAS MADE BY COUNCILOR THOMSON TO RE-APPOINT JEFFREY**
497 **CLIFFORD TO THE CIP COMMITTEE UNTIL 12/31/19 WITHOUT THE BENEFIT**

498 **OF AN INTERVIEW, SECONDED BY CHAIRPERSON BEERS. THE MOTION**
499 **PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.**

500 g. (110216-13) The Kittery Town Council moves to appoint Maryann Place as acting
501 Town Manager from December 3rd through December 11th during the Town Manager's
502 absence.

503 **A MOTION WAS MADE BY COUNCILOR THOMSON TO APPOINT MARYANN**
504 **PLACE AS ACTING TOWN MANAGER FROM DECEMBER 3RD THROUGH**
505 **DECEMBER 11TH DURING THE TOWN MANAGER'S ABSENCE, SECONDED BY**
506 **CHAIRPERSON BEERS.**

507 Ms. Place stated to Councilor Dennett her accord with the motion.

508 **THE MOTION PASSED BY A UNANIMOUS ROLL CALL VOTE 7/0/0.**

509 14. COUNCILOR ISSUES OR COMMENTS

510 Vice Chairperson Denault made various statements, including:

- 511 • A complaint was received regarding lack of signage indicating that businesses are open
- 512 on the Rte. 1 Bypass;
- 513 • A complaint was received regarding influx of out-of-state vehicles parking in the cul-de-
- 514 sac at Roger's Park and amount of off-leash dogs and canine waste;
- 515 • Letters received by the Town from Comcast regarding rate changes should be made
- 516 public information;
- 517 • and, Brett Costa expressed thanks for his past appointment to the Planning Board and was
- 518 not able to complete an application due to medical reasons.
- 519

520 Councilor Spiller made various statements, including:

- 521 • She is willing to replace Russell White's position on the Title 4 Committee;
- 522 • The Friends of Fort Foster have a new Facebook page that the public can post pictures to;
- 523 • and, a workshop with Senator Dawn Hill and Representative Deane Rykerson could
- 524 provide an opportunity for Council to communicate key issues.

525 Councilor Lemont made various statements and questions, including:

- 526 • There is frustration with the procedure for appointing individuals to Boards and
- 527 Committees and asked when the next Title 4 Committee meeting will be held. Town
- 528 Manager Amaral would address that concern upon return from her leave of absence;
- 529 • The Rte. 103 sidewalk project has been funded and asked who the best point of contact is
- 530 for further information.
- 531 • Residents have witnessed people entering and exiting the former Tri-County hospital on a
- 532 regular basis.
- 533 • and, a Subcommittee or working group could help bring forth a resolution for the Rice
- 534 Public Library. Councilor Spiller noted that she gained further information regarding the
- 535 matter and plans to share those findings soon.

536 Councilor Thomson made various statements, including:

- 537 • There was a workshop held regarding the future of the Rice Public Library and former
- 538 Interim Town Manager Granfield mentioned that the costs to receive the RPL Board

- 539 under Town administration would be researched further;
- 540 • He made a request for an update regarding the John Paul Jones Park ownership;
- 541 • and, he observed a need for a crosswalk at the intersection of Walker Ave and Main St.

542 15. COMMITTEE AND OTHER REPORTS

543 a. Communications from the Chairperson

544 It should be included in an upcoming workshop with the Planning Board to discuss AIRBNB.
545 Russell White had gathered information for a Council Code of Ethics. The Council reached
546 consensus to provide further written information to the Town Manager on those considerations.

547 b. Committee Reports – None.

548 16. EXECUTIVE SESSION – None.

549 17. ADJOURNMENT

550 **A MOTION WAS MADE BY COUNCILOR THOMSON TO ADJOURN THE MEETING**
551 **AT 9:09 P.M., SECONDED BY COUNCILOR PELLETIER. THE MOTION PASSED BY**
552 **A UNANIMOUS VOICE VOTE 7/0/0.**

553 Submitted by Marissa Day, Minutes Recorder, on December 5, 2016.

554 *Disclaimer: The following minutes constitute the author's understanding of the meeting. While*
555 *every effort has been made to ensure the accuracy of the information the minutes are not intended*
556 *as a verbatim transcript of comments at the meeting, but a summary of the discussion and*
557 *actions that took place. For complete details, please refer to the video of the meeting on the*
558 *Town of Kittery website at <http://www.townhallstreams.com/locations/kittery-maine>.*



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
DEC 06 2016

PLEASE CHECK APPROPRIATE SQUARE:

BY: 9:35 AM

- ☒ **APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**
- ☐ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**
- ☐ **APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: Niles R Pinkham

RESIDENCE: 25 Pinkham's Ln Kittery ME

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: NRTGOFPinkham@gmail

TELEPHONE NUMBERS: (HOME) 439 4483 (WORK) 451 8705 + cell

PRESENT POSITION: Board of Appeals

PLEASE CHECK APPROPRIATE SQUARE:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.

Niles R Pinkham
SIGNATURE OF APPLICANT

12 6 16
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

BY: 3:34 PM

JUN 15 2016

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: VERN GARDNER

RESIDENCE: 2 TUCKER COVE

MAILING (if different) P.O. Box 214, PORTSMOUTH, N.H. 03802

E-MAIL ADDRESS: VERN.GARDNER@COMCAST.NET PHONE #: (Home) 439-4359 (Work) 439-9699

Please check your choice:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: BA, NASSON COLLEGE / INDEPENDENT STUDY UNIT ECONOMICS

RELATED EXPERIENCE (Including other Boards and Commissions) _____

PORTSMOUTH, N.H.
MANAGERIAL ADVISOR BOARD - 22 yrs. - PORTSMOUTH ECONOMIC FINANCE BOARD
KITTERY, ME
ECONOMIC DEVELOPMENT, CABLE BOARD, BOARD OF APPEALS, COMPREHENSIVE PLAN

PRESENT EMPLOYMENT: SELF

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST (please read back of application): NONE

REASON FOR APPLICATION TO THIS BOARD: PUBLIC SERVICE

I HAVE /HAVE NOT ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.

Vern Gardner
SIGNATURE OF APPLICANT

JUNE 15, 2016
DATE



12/12

TOWN OF KITTERY
Office of the Town Clerk
200 Rogers Road, Kittery, Maine 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

**APPLICATION FOR VICTUALERS, INNKEEPERS,
AND LODGING HOUSE OPERATORS LICENSE**

PLEASE PRINT THIS APPLICATION AND FILL IT OUT - DO NOT FILL IT OUT ON THE COMPUTER
Thank you.

Applicant's name: York Harbor Brewing Co.
(please print)

Address: 8 Blueberry Lane Kittery, ME 03904
(please print)

Applicant's mailing address if different from above: _____

Applicant's Date of Birth: 2/6/71 Applicant's Home Telephone Number: 207-703-8060

Name of Business: York Harbor Brewing Corp dba Maine Beer Cafe
(please print)

Business Address: 439 US Route 1 Suite #1 Kittery, ME 03904
(please print)

Business Telephone Number: 207-703-8060

SIGNATURE OF APPLICANT: David D'Arteil DATE: 10/3/16

APPLICANT'S NAME: David D'Arteil
(please print)

LICENSE FEE: \$ 50.00

FIRST TIME APPLICATIONS: \$50.00
RENEWAL OF LICENSE: \$25.00

PLEASE SUBMIT THIS FORM WITH THE APPROPRIATE FEE TO THE TOWN CLERK'S OFFICE



TOWN OF KITTERY
Office of the Town Clerk
200 Rogers Road, Kittery, Maine 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

**APPLICATION FOR VICTUALERS, INNKEEPERS,
AND LODGING HOUSE OPERATORS LICENSE**

Applicant (Sole Proprietor, Corporation, Limited Liability Co.): LOYAL ORDER of MOOSE #444
(please print)

Applicant Address: 76 US 1 Kittery, Me 03904
(please print)

Applicant's mailing address if different from above: Box 968 Portsmouth, N.H. 03802

Date of Birth (Sole Proprietor): _____ Applicant's Telephone Number: 603-817-1680

Business Name: LOYAL ORDER OF MOOSE #444
(please print)

Business Address: 76 US 1 Kittery, Me 03904
(please print)

Business Telephone Number: 603-817-1680

Signature of Applicant: Kevin Gilman Administrator DATE: 8-3-16

Applicant's Name: Kevin Gilman Admin % LOOM 444
(please print)

LICENSE FEE: \$ 50.00

FIRST TIME APPLICATIONS: \$50.00
RENEWAL OF LICENSE: \$25.00

PLEASE SUBMIT THIS FORM WITH THE APPROPRIATE FEE TO THE TOWN CLERK'S OFFICE



TOWN OF KITTERY
Office of the Town Clerk
P. O. Box 808
Kittery, Maine 03904
207-439-0452 ext. 328

APPLICATION FOR SPECIAL ACTIVITY/AMUSEMENT PERMIT
(Pursuant to 28-A M.R.S.A. Sec. 1054)

Name, address and legal status of individual(s) or entity seeking to hold permit:

LOYAL ORDER OF MOOSE # 444 (Non-Profit)
76 U.S. Rt. 1 KITTERY, ME. 03904

Name and mailing address of the premises where the special activity/amusement will occur:

'SAME AS ABOVE'

Mailing address and telephone number of owner of the real estate:

P.O. Box 968 PORTSMOUTH 03802 207-703-0899

Describe the specific portion of the premises where the special activity/amusement will occur:

INDOOR - HALL (MAP)
OUTDOOR - PARKING LOT / PATIO

Set forth the specific time periods between which the special activity/amusement will occur:

8pm - 1pm FRIDAY + SATURDAY

Describe the specific activity or type of amusement for which the permit is requested:

D.J. - KARAOKE - LIVE BAND

Has any individual(s), partner(s), majority shareholder(s) of the business entity, seeking to hold this permit, been convicted of a felony or had any similar type of amusement or activity permit been denied or revoked within the past ten (10) years by any other municipal or state authority, agency or board? Yes___ No X

If so, give the state of conviction for any felony and describe specifically the circumstances of any such denial or revocation giving the state or city and date of such denial or revocation:

Give any additional information to support your request for the permit sought herein:

NON - PROFIT CHARITABLE PRATERNITY
FOR CHARITY + COMMUNITY FUND RAISING

As part of this application process, the individual or business entity seeking the permit herein acknowledges that the Municipal Officers, pursuant to 28-A M.R.S.A. Subsection 1054(7) may suspend or revoke the permit applied for herein on the grounds that the activity or amusement constitutes a detriment to the public health, safety or welfare, or violates municipal ordinances or regulations.

Give the authority and legal relationship of the applicant signing below to the entity seeking permit:

LOYAL ORDER OF MOOSE #444
KEVIN GILMAN - ADMINISTRATOR

NOTE: In granting this permit, the Town relies on the accuracy and truth of the facts represented herein. Any misleading or incorrect information set forth in this application shall be grounds for denial or immediate revocation of the permit issued. By signing this application, the applicant represents the truth of the facts herein stated.

DATE OF APPLICATION: July 25, 2016

SIGNATURE OF APPLICANT: Kevin Gilman Admin.

APPLICANT'S NAME: Kevin Gilman Administrator
(please print)

ADDRESS: 76 U.S. Rt 1 Kittery, Me 03904
(please print)

TELEPHONE NUMBER: 207-703-0899 (603 817-1680) Admin.

FEE: \$20.00 per year Must be renewed annually with liquor license.

PLEASE SUBMIT THIS FORM AND APPROPRIATE FEE TO THE TOWN CLERK'S OFFICE

LYNN M DELLAPASQUA
PO BOX 335
YORK HARBOR, ME 03911

1869

52-7445/2112
68

11/14/16

Date

Pay to the
Order of

Kittley Community Ctr

One hundred 3, 00, 00

\$ 100.00

Dollars



Photo
Safe
Deposit
Details on back



Bank

America's Most Convenient Bank®

For

donation

Lynn M Dellapasqua

⑆ 211274450⑆ 2426640890⑆

1869

2063001-43600
Kittley Community Center

**Department of Public Safety
Liquor Licensing & Inspection
Division**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.
To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY

License No. Assigned:

Class:

Deposit Date:

Amt. Deposited:

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☐ SPIRITUOUS ☒ VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|---|---|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTINONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input checked="" type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) (Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>York Harbor Brewing Co.</u> DOB: , , ,				2. Business Name (D/B/A) <u>Maine Beer Cafe</u>			
DOB:				Location (Street Address) <u>439 US Route 1 Suite #1</u>			
DOB:				City/Town <u>Kittery</u> State <u>ME</u> Zip Code <u>03904</u>			
Address <u>8 Blueberry Lane</u>				Mailing Address <u>439 US Route 1 Suite #1</u>			
City/Town <u>Kittery</u>		State <u>ME</u>		City/Town <u>Kittery</u>		State <u>ME</u>	
Zip Code <u>03904</u>		Zip Code <u>03904</u>		Business Telephone Number <u>207-703-8060</u>		Fax Number	
Telephone Number <u>207-703-8060</u>				Fax Number			
Federal I.D. # <u>46-1346619</u>				Seller Certificate # <u>1165843</u>			

3. If premises is a hotel, indicate number of rooms available for transient guests: N/A
4. State amount of gross income from period of last license: ROOMS \$ 0 FOOD \$ 0 LIQUOR \$ 0
5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐
- If YES, complete Supplementary Questionnaire
6. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒
7. If manager is to be employed, give name: David D'Auteuil
8. If business is NEW or under new ownership, indicate starting date: 12/1/16
Requested inspection date: 11/9/16 Business hours: 12pm-9pm Mon-Sun.
9. Business records are located at: 439 US Route 1 Suite #1
10. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐
11. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
David D'Auteuil	2/6/71	Lewiston, ME

Residence address on all of the above for previous 5 years (Limit answer to city & state)

Kittery, ME 4 years and current
Nottingham, NH 6 years

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes ☐ No ☒ If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES ☐ NO ☒

16. Does/do applicant(s) own the premises? Yes ☐ No ☒ If No give name and address of owner: _____
Harrison Lenart Corp. 439 US Route, Suite 3, Kittery ME 03904

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) _____
See attached diagram

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☐ NO ☒ Applied for: 11/17/16

19. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1.3 miles Which of the above is nearest? Church


20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐

If YES, give details: Kennebec Savings Bank

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Kittery, Maine on 10/3, 20 16
Town/City, State Date



Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

David D'Auteuil President

Print Name

Signature of Applicant or Corporate Officer(s)

Print Name



State of Maine
Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement

**Supplemental Information Required for
Business Entities Who Are Licensees**

For Office Use Only:

License #: _____

Date Filed: _____

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

1. Exact legal name:

York Harbor Brewing Co

2. Other business name for your entity (DBA), if any:

Maine Beer Cafe

3. Date of filing with the Secretary of State: 10/12/2012

4. State in which you are formed: Maine

5. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____

6. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
David D'Antoni	8 Blueberry Lane	2/6/71	100

7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒

8. If Yes to Question 7, please provide the name and law enforcement agency:

Name: _____ Agency: _____

9. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

10. If Yes to Question 9, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:


Signature of Duly Authorized Person

11/28/16
Date

David D'Antoni, President
Print Name of Duly Authorized Person

If you have questions regarding the legal name or assumed (DBA) name on file with the Secretary of State's office, please call (207) 624-7752. The SOS can only speak to the information on file with their office, not the filing of this supplemental information – please direct any questions about this form to our office at the number below.

Submit Completed Forms To: Bureau of Alcoholic Beverages and Lottery
Operations Division of Liquor Licensing Enforcement
8 State House Station Augusta, Me 04333-0008
Telephone Inquiries: (207) 624-7220
Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

MAINE DEPT OF PUBLIC SAFETY

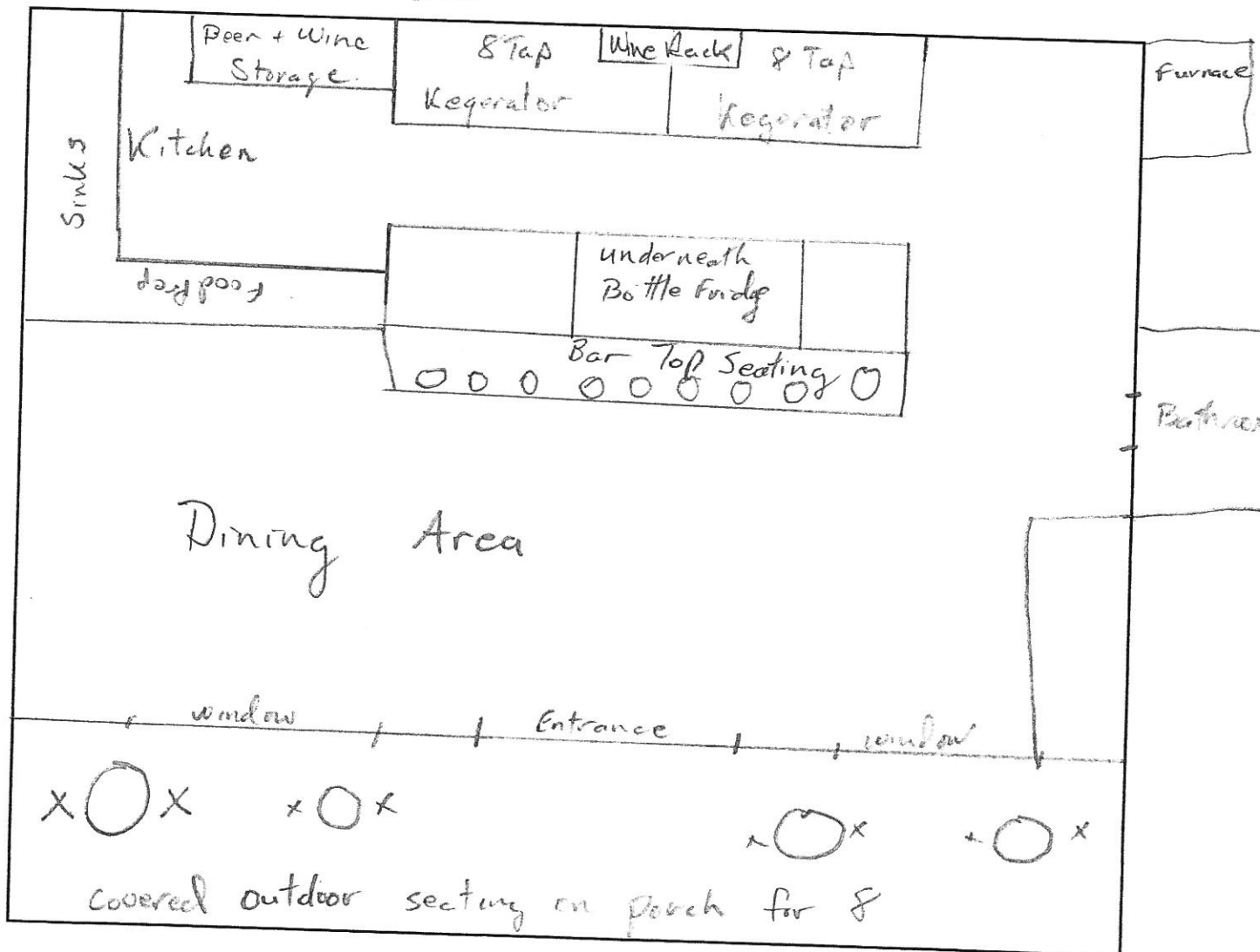
STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424



SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.



STATE OF MAINE

Dated at: _____, Maine _____ ss

City/Town

(County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]
2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class C crime: [1987, c.45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

[1993, c.730, §27 (amd).]

3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all license requirements and findings referred to in subsection 2.

A. [1993, c.730, §27 (rp).]

4. **No license to person who moved to obtain a license. (REPEALED)**

5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	

FILING FEE..... \$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

9/12

**BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, ME 04333-0008**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY

LICENSE NUMBER:

CLASS:

DEPOSIT DATE

AMT. DEPOSITED:

BY:

CK/MO/CASH:

PRESENT LICENSE EXPIRES N/A

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ SPIRITUOUS ☒ VINOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV)

☐ HOTEL-OPTINONAL FOOD (Class I-A)

☐ CLASS A LOUNGE (Class X)

☒ CLUB (Class V)

☐ TAVERN (Class IV)

☐ RESTAURANT/LOUNGE (Class XI)

☐ HOTEL (Class I,II,III,IV)

☐ CLUB-ON PREMISE CATERING (Class I)

☐ GOLF CLUB (Class I,II,III,IV)

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>LOYAL ORDER of MOOSE 444</u> DOB:			2. Business Name (D/B/A) <u>LOYAL ORDER of MOOSE 444</u>		
DOB:			<u>76 US Rt1</u>		
DOB:			Location (Street Address)		
Address <u>76 US Rt1</u>			<u>KITTERY</u> <u>MAINE</u> <u>03904</u>		
			City/Town <u>PO Box 968</u> State <u>MAINE</u> Zip Code <u>03904</u>		
			Mailing Address		
			<u>PORTSMOUTH</u> <u>N.H.</u> <u>03802</u>		
City/Town <u>KITTERY</u> State <u>ME</u> Zip Code <u>03904</u>			City/Town <u>207-703-0899</u> State <u>MAINE</u> Zip Code <u>03802</u>		
Telephone Number <u>207-703-0899</u> Fax Number			Business Telephone Number <u>207-703-0899</u> Fax Number		
Federal I.D. # <u>02-0219930</u>			Seller Certificate #		

EMAIL ADDRESS: LODGE 444 @ MOOSEUNITS.ORG.

3. If premises is a hotel, indicate number of rooms available for transient guests: _____

4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

5. Is applicant a corporation, limited liability company or limited partnership? YES ☐ NO ☒

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

7. If manager is to be employed, give name: _____

8. If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: _____

9. Business records are located at: 76 US R+1 KITTERY, MAINE 03904

10. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

11. Is/are applicant(s) residents of the State of Maine? YES ☐ NO ☒

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
KEVIN GILMAN	11-15-59	SACO, MAINE

Residence address on all of the above for previous 5 years (Limit answer to city & state)

K. GILMAN 148 OLD DOVER RD. NEWINGTON, N.H. 03801

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly in your license, if issued?
Yes ☐ No ☒ If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES ☐ NO ☒

16. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) 2500 Sq. Ft. Bldg.

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☐ NO ☒ Applied for: _____

19. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2 MILES Which of the above is nearest? SHAPLEIGHT SCHOOL

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒

If YES, give details: _____



Bureau of Alcoholic Beverages
Division of Liquor Licensing & Enforcement
8 State House Station
Augusta, ME 04333-0008
Tel: (207) 624-7220 Fax: (207) 287-3434

SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS

1. Exact Club Name: LOYAL ORDER OF MOOSE #444

2. Title, name, birth date and telephone number of each principal officer of the club:

Title	Name	Birth Date	Telephone
GOVERNOR	MARK BISBEE	10-4-60	603-235-3603
JR GOVERNOR	JEFFREY BELL	7-20-64	603-834-4907
TREASURER	TROY HARTSON	5-9-65	603-396-9189
ADMINISTRATOR	KEVIN GILMAN	11-15-59	603 817-1680

3. Date Club was incorporated: FEB 3, 1991

4. Purpose of Club: () Social () Recreational () Patriotic ☒ Fraternal

5. Date regular meetings are held: 1st + 3rd MONDAY MONTHLY

6. Date of election of Club Officers: MARCH

7. Date elected officers are installed: APRIL 1st

8. Total Membership: 215 Annual Dues: \$40.00 Payable When: ANNUALLY

9. Does the Club cater to the public or to groups of non-members on the premises? Yes ☐ No ☒

10. Excluding salaries, will any person, other than the Club, receive any of the financial profits from the sales of liquors? Yes ☐ No ☒

11. If a manager or steward is employed, complete the following:

Name: KEVIN GILMAN Date of Birth: 11-15-59

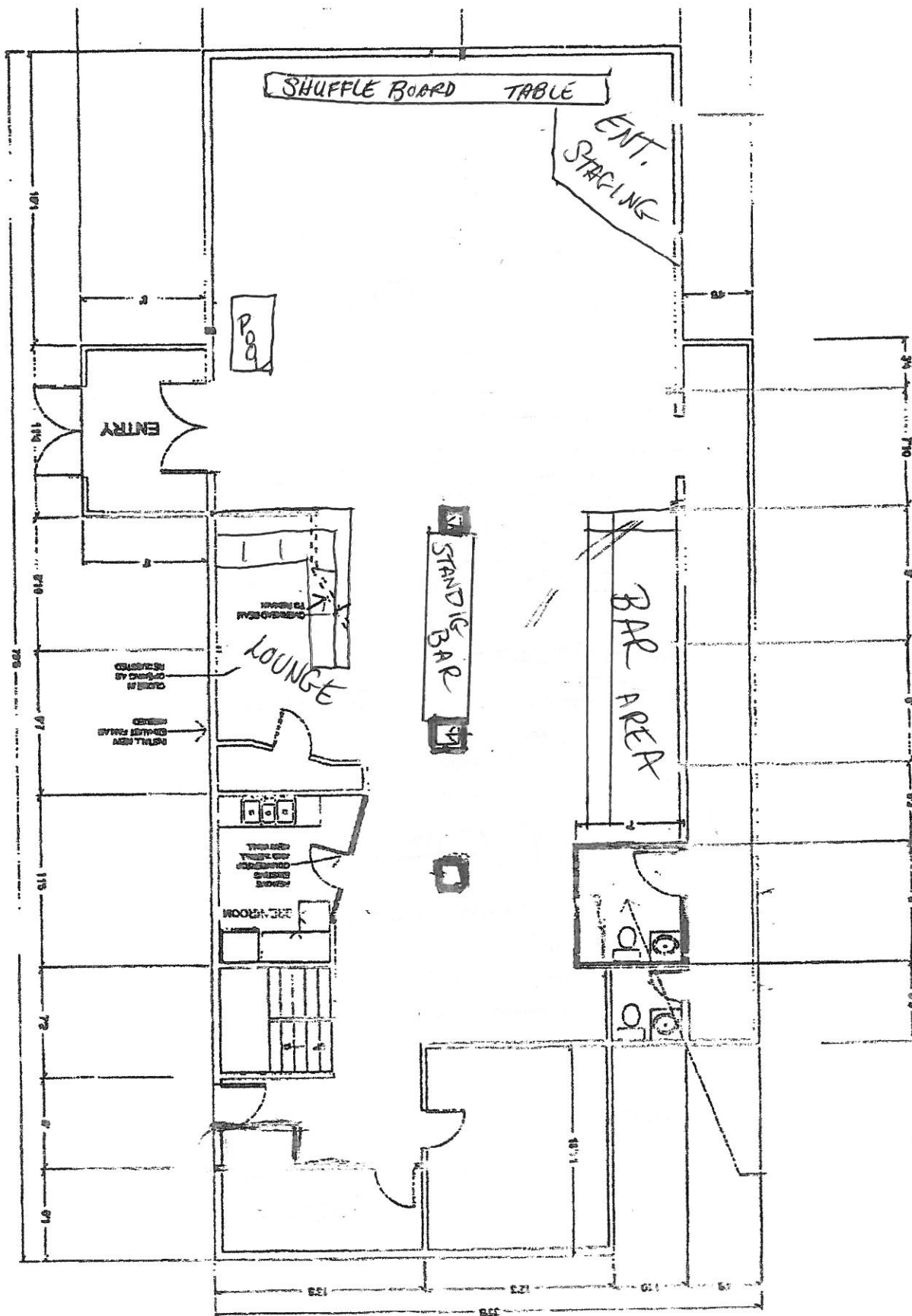
Sign in blue ink

Kevin Gilman Admin.
Signature & Title of Club Officer

July 25, 2016
Date

KEVIN GILMAN - ADMINISTRATOR
Print Name & Title of Club Officer

Rt. 1



PARKING LOT

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: KITTERY MAINE on JULY 25, 20 16
Town/City, State Date

Please sign in blue ink

Kevin Gilman Admin
Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

KEVIN GILMAN
Print Name

Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	

FILING FEE \$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the **Treasurer of Maine**. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta ME 04333-0008. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)
On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Main Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRERS IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existin on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licen es, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, t applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section l causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before t date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the da of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise cense, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of t application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applic tions pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed o or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renew: The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renew with 120 days of the filing of the application. [1999, c589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision an provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liqu control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicini of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by perso patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses resi ing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the censed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of se tion 601. [1989, c.592, §4 (new).]
- [1993, c730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the b reau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requiremer and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section m appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of t appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

RECEIVED
NOV 28 2016

BY: 9:55 pm

Marissa Day
9 Main St Unit 3
Kittery, ME 03904
November 28, 2016

Maryann Place
Town Clerk
Town of Kittery
200 Rogers Rd. Ext.
Kittery, ME 03904

Dear Maryann Place:

It is with regret that I tender my resignation from the Kittery Comprehensive Plan 2015-2025 Update Committee, effective immediately. I have been appointed to the Kittery Planning Board and would like to dedicate my volunteer efforts to that Board.

I am grateful for having had the opportunity to serve on the Committee for the past six months, and I offer my best wishes for its continued success.

Sincerely,



Marissa Day



RECEIVED
DEC 02 2016

TOWN OF KITTERY, MAINE

BY: 7:19 am

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Russell White

RESIDENCE: 59 Goodwin Road Kittery Port, ME 03905

MAILING (if different) P.O. 49

E-MAIL ADDRESS: rbwhite@gmail.com PHONE #: (Home) 207 439 4534 (Work) 207 363-3833

Please check one choice:

- | | |
|---|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input checked="" type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input type="checkbox"/> CIP Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: undergrad: degree in Anthropology / grad: J.D. from Villanova Law

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Planning Board, Port Authority, Town Council,
Current Chair of CPUC (requesting reappointment as citizen)

PRESENT EMPLOYMENT: Self-employed

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST (please read back of application): No

REASON FOR APPLICATION TO THIS BOARD: continue Comp. Plan work to finish line

I HAVE ___/HAVE NOT ___ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.

[Signature]
SIGNATURE OF APPLICANT

11/9/2016
DATE

TOWN COUNCIL STANDING, ADHOC & COMMITTEE LIST

COUNCIL CHAIRPERSON / VICE CHAIR – 1ST ORDER OF BUSINESS AFTER SWEARING IN

Beers, Gary, Chair

Denault, Charles, Vice Chair

CIP COMMITTEE (1 Council Rep)

Beers, Gary

COMPREHENSIVE PLAN UPDATE COMMITTEE (1 Council Rep)

Spiller, Judy

ECONOMIC DEVELOPMENT COMMITTEE (3 Council Reps)

Lemont, Kenneth

Denault, Charles

Spiller, Judy

EDUCATION SCHOLARSHIP SELECTION COMMITTEE (2 Council Reps)

Denault, Charles

Pelletier, Jeffrey

KITTERY COMMUNITY CENTER BOARD OF DIRECTORS (1 Council Rep)

Thomson, Jeffrey (until 3/26/18)

MARY SAFFORD WILDES TRUST (Council Chair serves as ex-officio member)

Beers, Gary, Chair

OPEN SPACE ADVISORY COMMITTEE (1 Council Rep)

Spiller, Judy



TOWN OF KITTERY, MAINE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 439-0452 Fax: (207) 439-6806

APPLICATION TO THE KITTERY TOWN COUNCIL
TO APPROVE UP TO FIVE (5) REQUESTED DATES
FOR TOWN-WIDE SIDEWALK SALES EVENTS

1. List requested dates and days of the week for up to five (5) sidewalk sales events

in this calendar year (each event not to exceed four days):

Event #1: Memorial Day Sale Weekend May 26-29 ^{Fri - Mon}
Event #2: July Sale Weekend July 1-4 ^{Sat - Tues}
Event #3: Back to School Sale August 11-14
Event #4: Labour Day Sale Weekend Sept 1-4
Event #5: Columbus Day Sale Weekend October 6-9

2. List the names and show signatures of five (5) merchants primarily engaged in retail trade or landlords of tenants primarily engaged in retail trade supporting

this

application:

^{Friday - Monday}

<u>Name:</u>	<u>Affiliation:</u>	<u>Signature:</u>
A. <u>Mari O'Neil</u>	<u>Outlets at Kittery</u>	<u>[Signature]</u>
B. <u>Marie Wauk</u>	<u>The Company</u>	<u>[Signature]</u>
C. <u>[Signature]</u>	<u>Outlets at Kittery</u>	<u>[Signature]</u>
D. <u>Don Lewis</u>	<u>OSH LOSS</u>	<u>[Signature]</u>
E. <u>M. Wollerscheid</u>	<u>Carters</u>	<u>[Signature]</u>

continued...

APPLICATION TO THE KITTERY TOWN COUNCIL TO APPROVE UP TO FIVE (5)
REQUESTED DATES FOR TOWN-WIDE SIDEWALK SALES EVENTS (Continued)

3. Indicate means of informing the Kittery business community of the opportunity to participate in the town-wide sidewalk sales event(s) should it be approved:

(Please circle at least one "yes" response)

☒ Yes ☐ No Post notices in conspicuous locations around town, including on KOA's website and the Town Office, stating the dates of the event and the requirement for a town-approved sidewalk sales site plan for merchants to participate.

☒ Yes ☐ No Insert a notice or article in the Greater York Chamber of Commerce newsletter or website.

☒ Yes ☐ No Place a legal notice in a newspaper of general circulation at least ten (10) days preceding the event.

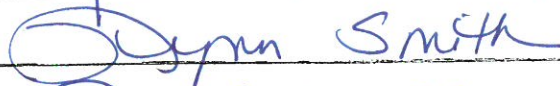
Other methods: _____

4. Name of applicant/contact person coordinating the event(s):

NAME:

Lynn Smith

SIGNATURE:



ADDRESS:

PO Box 357

TELEPHONE #:

(207) 439-4367

E-MAIL (OPT.):

Lynn@theKitteryoutlets.com

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2005-2006 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 16,745,624.11	
2. Supplemental commitments totaling	31,390.35	
3. Interest:	-	
4. A grand total of:		<u>16,777,014.46</u>
5. Cash payments	16,600,100.06	
6. Abatements granted	14,313.92	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	160,778.80	
8. Other credits	-	
9. A net total of		<u>16,775,192.78</u>
10. Balance due of		<u>1,821.68</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$1,821.68

and acknowledge receipt of the tax lists for the taxable year 2005-2006.

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2006-2007 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 17,521,324.96	
2. Supplemental commitments totaling	34,948.67	
3. Interest:	-	
4. A grand total of:		<u>17,556,273.63</u>
5. Cash payments	17,332,658.15	
6. Abatements granted	17,836.73	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	203,032.27	
8. Other credits	-	
9. A net total of		<u>17,553,527.15</u>
10. Balance due of		<u>2,746.48</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$2,746.48

and acknowledge receipt of the tax lists for the taxable year 2006-2007.

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2007-2008 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 18,310,436.20	
2. Supplemental commitments totaling	32,391.79	
3. Interest:	-	
4. A grand total of:		<u>18,342,827.99</u>
5. Cash payments	18,115,026.42	
6. Abatements granted	5,812.80	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	219,924.45	
8. Other credits	-	
9. A net total of		<u>18,340,763.67</u>
10. Balance due of		<u>2,064.32</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$2,064.32

and acknowledge receipt of the tax lists for the taxable year 2007-2008.

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2008-2009 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 18,634,391.14	
2. Supplemental commitments totaling	34,177.17	
3. Interest:	<u>4,247.12</u>	
4. A grand total of:		<u>18,672,815.43</u>
5. Cash payments	18,402,881.14	
6. Abatements granted	9,259.40	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	255,859.71	
8. Other credits	<u>-</u>	
9. A net total of		<u>18,668,000.25</u>
10. Balance due of		<u>4,815.18</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$4,815.18

and acknowledge receipt of the tax lists for the taxable year 2008-2009.

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2009-2010 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 18,970,153.14	
2. Supplemental commitments totaling	39,130.56	
3. Interest:	5,216.95	
4. A grand total of:	<u> </u>	<u>19,014,500.65</u>
5. Cash payments	18,686,969.11	
6. Abatements granted	3,953.68	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	315,843.72	
8. Other credits	-	
9. A net total of	<u> </u>	<u>19,006,766.51</u>
10. Balance due of		<u>7,734.14</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$7,734.14

and acknowledge receipt of the tax lists for the taxable year 2009-2010.

Given under our hands this 12th day of Decemberr A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2010-2011 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 19,407,970.02	
2. Supplemental commitments totaling	50,096.90	
3. Interest:	6,198.24	
4. A grand total of:		<u>19,464,265.16</u>
5. Cash payments	19,155,498.17	
6. Abatements granted	3,838.80	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	305,000.50	
8. Other credits	-	
9. A net total of		<u>19,464,337.47</u>
10. Balance due of		<u>(72.31)</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of -\$72.31

and acknowledge receipt of the tax lists for the taxable year 2010-2011.

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2011-2012 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 19,757,781.60	
2. Supplemental commitments totaling	73,188.35	
3. Interest:	<u>6,694.88</u>	
4. A grand total of:		<u>19,837,664.83</u>
5. Cash payments	19,527,053.45	
6. Abatements granted	7,165.43	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	301,635.19	
8. Other credits	<u>-</u>	
9. A net total of		<u>19,835,854.07</u>
10. Balance due of		<u>1,810.76</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$1,810.76

and acknowledge receipt of the tax lists for the taxable year 2011-2012.

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2012-2013 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 20,826,652.64	
2. Supplemental commitments totaling	67,933.97	
3. Interest:	<u>6,707.14</u>	
4. A grand total of:		<u>20,901,293.75</u>
5. Cash payments	20,606,277.49	
6. Abatements granted	6,619.23	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	285,594.79	
8. Other credits	<u>-</u>	
9. A net total of		<u>20,898,491.51</u>
10. Balance due of		<u>2,802.24</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$2,802.24

and acknowledge receipt of the tax lists for the taxable year 2012-2013.

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2013-2014 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 21,277,448.75	
2. Supplemental commitments totaling	82,145.48	
3. Interest:	<u>7,096.41</u>	
4. A grand total of:		<u>21,366,690.64</u>
5. Cash payments	20,996,259.27	
6. Abatements granted	31,360.82	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	335,130.06	
8. Other credits	<u>-</u>	
9. A net total of		<u>21,362,750.15</u>
10. Balance due of		<u>3,940.49</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$3,940.49

and acknowledge receipt of the tax lists for the taxable year 2013-2014

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2014-2015 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 21,881,318.82	
2. Supplemental commitments totaling	94,688.43	
3. Interest:	9,036.21	
4. A grand total of:	<u> </u>	<u>21,985,043.46</u>
5. Cash payments	21,656,000.52	
6. Abatements granted	9,769.81	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	312,077.74	
8. Other credits	-	
9. A net total of	<u> </u>	<u>21,977,848.07</u>
10. Balance due of		<u>7,195.39</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$7,195.39

and acknowledge receipt of the tax lists for the taxable year 2014-2015

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2015-2016 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 22,289,416.82	
2. Supplemental commitments totaling	88,331.50	
3. Interest:	8,039.17	
4. A grand total of:		<u>22,385,787.49</u>
5. Cash payments	22,124,456.74	
6. Abatements granted	9,113.67	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	244,625.48	
8. Other credits	-	
9. A net total of		<u>22,378,195.89</u>
10. Balance due of		<u>7,591.60</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$7,591.60

and acknowledge receipt of the tax lists for the taxable year 2015-2016.

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Carol Granfield, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2016-2017 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 22,932,668.47	
2. Supplemental commitments totaling	-	
3. Interest:	-	
4. A grand total of:	<u>22,932,668.47</u>	
5. Cash payments	3,770,056.39	
6. Abatements granted	-	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	-	
8. Other credits	-	
9. A net total of	<u>3,770,056.39</u>	
10. Balance due of		<u>19,162,612.08</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$19,162,612.08

and acknowledge receipt of the tax lists for the taxable year 2016-2017.

Given under our hands this 12th day of December A.D. 2016.

Municipal Officers of The Town of Kittery, Maine

CERTIFICATE OF RECOMMITMENT

COUNTY OF York ss. STATE OF MAINE

To Kendra Amaral, the Collector of the Municipality

of Kittery

Herewith are committed to you true lists of the assessments of the Estates of the persons therein named; you are to levy and collect the same, of each on of his/her respective amount, therein set down, of the sum total \$ 19,205,062.05 (being the yet uncollected amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 12th day of December, 2016

Assessor(s) (Municipal Officers in a primary assessing area)

*		
2005-2006	\$	1,821.68
2006-2007	\$	2,746.48
2007-2008	\$	2,064.32
2008-2009	\$	4,815.18
2009-2010	\$	7,734.14
2010-2011	\$	(72.31)
2001-2012	\$	1,810.76
2012-2013	\$	2,802.24
2013-2014	\$	3,940.49
2014-2015	\$	7,195.39
2015-2016	\$	7,591.60
2016-2017	\$	19,162,612.08
	\$	<u>19,205,062.05</u>

TOWN OF KITTEERY
POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR MUNICIPAL EMPLOYEE WAGES & BENEFITS

Purpose: This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for wages and benefits only.

This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of Authority: Pursuant to Title 30-A, M.R.S., Section 5603(2)(A), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits only.

Current municipal officers: The municipal officers in office at the time of execution of this policy are: Gary Beers; Frank L. Dennett; Jeffrey Thomson; Judy Spiller; Kenneth Lemont; Jeffery Pelletier and Charles Denault. During weeks when no regular Council meeting is held, either **Jeffrey Thomson** or **Kenneth Lemont** or **Gary Beers**, acting alone may review, approve, and sign such warrants.

Effective Date: This policy becomes effective on the date indicated below.

Copies: The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and municipal treasurer. If the clerk and treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse: **This policy lapses November 30, 2017, if not sooner amended or canceled.**

Renewal: This policy shall be renewed annually, in November after municipal elections. Thereafter, it may be amended at any time.

Reminder: If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original: The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: December 12, 2016:

MUNICIPAL OFFICERS:

_____	_____
_____	_____
_____	_____
_____	_____

TOWN OF KITTEERY
POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR MUNICIPAL EXPENSES

Purpose: This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for municipal expenses.

This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant.

Delegation of Authority: Pursuant to Title 30-A, M.R.S., Section 5603(2) (A), the following authority is granted with respect to treasurer's disbursement warrants for municipal expenses.

Current municipal officers: The municipal officers in office at the time of execution of this policy are: Gary Beers; Frank L. Dennett; Jeffrey Thomson; Judy Spiller; Kenneth Lemont; Jeffrey Pelletier and Charles Denault. During weeks when no regular Council meeting is held, either **Gary Beers** or **Charles Denault** or **Kenneth Lemont** acting alone may review, approve, and sign such warrants.

Effective Date: This policy becomes effective on the date indicated below.

Copies: The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and municipal treasurer. If the clerk and treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse: **This policy lapses November 30, 2017, if not sooner amended or canceled.**

Renewal: This policy shall be renewed annually, in November after municipal elections. Thereafter, it may be amended at any time.

Reminder: If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original: The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: December 12, 2016:

MUNICIPAL OFFICERS:

_____	_____
_____	_____
_____	_____
_____	_____

TOWN OF KITTERY
POLICY ON GENERAL DISBURSEMENT WARRANTS
FOR EDUCATIONAL EXPENSES

Purpose: This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign School Disbursement Warrants for educational expenses.

This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant.

Delegation of Authority: Pursuant to Title 30-A, M.R.S., Section 5603(2)(A), the following authority is granted with respect to the general disbursement warrants for educational expenses.

Current municipal officers: The members in office at the time of execution of this policy are: Gary Beers, Frank L. Dennett; Jeffrey Thomson; Judy Spiller; Kenneth Lemont; Jeffrey Pelletier and Charles Denault. During the weeks when either no regular Council meeting is held or the Council meeting is held on a Wednesday evening because of a Monday holiday, either **Jeffrey Pelletier** or **Jeffrey Thomson** or **Judy Spiller**, acting alone may review, approve and sign the general disbursement warrants for educational expenses, having been duly approved, and signed, by the Superintendent of Schools and a majority of the members of the School Committee.

Effective Date: This policy becomes effective on the date indicated below.

Copies: The Chair of the Municipal Officers will furnish copies of this policy to the municipal clerk and municipal treasurer. If the clerk and treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse: **This policy lapses November 30, 2017, if not sooner amended or canceled.**

Renewal: This policy shall be renewed annually, in November after municipal elections. Thereafter, it may be amended at any time.

Reminder: If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original: The Chair of the Municipal Officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: December 12, 2016:

MUNICIPAL OFFICERS:

_____	_____
_____	_____
_____	_____
_____	_____

KITTERY SCHOOL DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

Fax: (207) 439-5407

ALLYN HUTTON

Superintendent of Schools

(207) 475-1334

Email: ahutton@kitteryschools.com

Educating For Life

Jane Durgin, Director of Special Services

(207) 475-1331

Email: jdurgin@kitteryschools.com

Betsy Oulton, Human Resource Manager

(207) 475-1332

Email: boulton@kitteryschools.com

**Marilyn Woodside, Director of Curriculum &
Instruction/Technology Coordinator**

(207) 475-1335

E-mail: mwoodside@kitteryschools.com

TO: Maryann Place, Town Clerk

FROM: Superintendent Allyn W. Hutton



DATE: December 7, 2016

The Kittery School Committee at their regular meeting held on Tuesday, December 6th appointed the following School Committee members to sign the *Disbursement Warrants for School Employee Wages and Benefits*.

Appointed at the December 6th School Committee meeting:

David Batchelder, Chair
Julie Dow, Vice-Chair, Alternate (1)
Kim Bedard, Alternate (2)

TOWN OF KITTERY
SCHOOL DEPARTMENT'S POLICY ON DISBURSEMENT WARRANTS
FOR SCHOOL EMPLOYEE WAGES AND BENEFITS

Purpose: This policy allows designated School Committee members, acting on behalf of the full School Committee, to review, approve, and sign School Department disbursement warrants for wages and benefits only.

This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full School Committee, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of Authority: Pursuant to Title 30-A, M.R.S., Section 5603(2)(A)(2), the following authority is granted with respect to disbursement warrants for School employee wages and benefits only.

Current School Committee members: The members in office at the time of execution of this policy are: John Driscoll; Kimberly Bedard; Julie D. Dow; Ann Gilbert; Jonathan Rivers, Rhonda Pomerleau and David Batchelder. **David Batchelder** will be the primary School Committee member who will review, approve and sign such warrants, with **Julie Dow** as alternate in the absence of David Batchelder. In the absence of both David Batchelder and Kimberly Bedard, **Kimberly Bedard** will be the alternate who will review, approve and sign such warrants.

Effective Date: This policy becomes effective on the date indicated below.

Copies: The Chair of the School Committee will furnish copies of this policy to the municipal clerk and municipal treasurer. If the clerk and treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse: **This policy lapses November 30, 2017, if not sooner amended or canceled.**

Renewal: This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder: If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers and School Committee to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original: The Chair of the School Committee will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: December 12, 2016:

MUNICIPAL OFFICERS:

_____	_____
_____	_____
_____	_____



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
DEC 01 2016

BY: 6:00 pm

PLEASE CHECK APPROPRIATE SQUARE:

☒ **APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**

☐ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**

☐ **APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: STEPHEN F. HALL

RESIDENCE: 4 BOND RD., KITTERY POINT, ME 03905

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: stehall@comcast.net

TELEPHONE NUMBERS: (HOME) 207 439-4484 (WORK) NA

PRESENT POSITION: member Conservation Commission, Treasurer

PLEASE CHECK APPROPRIATE SQUARE:

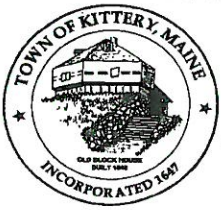
- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.

Stephen F. Hall
SIGNATURE OF APPLICANT

12/01/2016
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
DEC 01 2016

BY: 6:00 pm

PLEASE CHECK APPROPRIATE SQUARE:

☐ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

☒ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: JANICE R. CARSON

RESIDENCE: 19 GOODWIN ROAD, P.O. Box 14

MAILING ADDRESS IF DIFFERENT FROM ABOVE: P.O. Box 14

E-MAIL ADDRESS: jan@forthrightmarine.com

TELEPHONE NUMBERS: (HOME) (207) 439-4372 (WORK) (207) 337-0551

PRESENT POSITION: Conservation Commission

PLEASE CHECK APPROPRIATE SQUARE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.

Janice L. Carson
SIGNATURE OF APPLICANT

1 Dec '16
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
DEC 06 2016

BY: 12:14 pm

PLEASE CHECK APPROPRIATE SQUARE:

- ☐ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS
- ☒ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER
- ☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Anne Formelane

RESIDENCE: 24 Whippoorwill Lane

MAILING ADDRESS IF DIFFERENT FROM ABOVE:

E-MAIL ADDRESS: anne-formelane@yahoo.com
0186

TELEPHONE NUMBERS: (HOME) 603-320- (WORK) pane

PRESENT POSITION: alternate conservation commission

PLEASE CHECK APPROPRIATE SQUARE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other <u></u> | | |

COMMENTS:

Please read the back of this application before signing.

[Signature]
SIGNATURE OF APPLICANT

12-6-16
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

PLEASE CHECK APPROPRIATE SQUARE:

X APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**

☐ **APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: Dean Bensley

RESIDENCE: 15 Elizabeth Lane, Kittery Point

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: dabensley@comcast.net

TELEPHONE NUMBERS: (HOME) 603-498-8734 (WORK) _____

PRESENT POSITION: KCC

PLEASE CHECK APPROPRIATE SQUARE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| X Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.

Dean Bensley
SIGNATURE OF APPLICANT

12/05/16
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

PLEASE CHECK APPROPRIATE SQUARE:

☐ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☒ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Mary Thron

RESIDENCE: 71 Tower Rd

MAILING ADDRESS IF DIFFERENT FROM ABOVE: PO Box 96 Kittery Point ME 03905

E-MAIL ADDRESS: marythron@comcast.net

TELEPHONE NUMBERS: (HOME) 207-439-4136 (WORK) _____

PRESENT POSITION: Owner Mary Thron EA

PLEASE CHECK APPROPRIATE SQUARE:

☐ Board of Appeals

☐ Conservation Commission

☒ Board of Assessment Review

☐ Cable TV Rate Regulation Board

☐ Other _____

☐ Port Authority

☐ Planning Board

☐ Parks Commission

☐ Personnel Board

☐ Mary Safford Wildes Trust


☐ Shellfish Conservation Comm.

☐ Open Space Committee

☐ Recycling Scholarship Selection Committee

COMMENTS: _____

Please read the back of this application before signing.



SIGNATURE OF APPLICANT

12/5/16

DATE